

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

POLICE OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special crime prevention and enforcement programs; to work with the community on mutual problems and concerns; and to perform a variety of technical and administrative tasks in support of the Department.

Supervision Received and Exercised:

Receives general supervision from higher level supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Patrol a designated area of the City in a radio-equipped car, on two-wheel motorcycle and on foot to preserve law and order; discover and prevent the commission of crimes; enforce traffic and other laws and ordinances.
- Answer calls and complaints involving automobile accidents, robberies, assaults, fires and related misdemeanors and felonies; respond to alarms; investigate complaints; apprehend suspects; search, inspect, transport and take custody of prisoners.
- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control and related incidents; may participate in surveillance of area.
- Secure the scene of crime; administer first aid; conduct preliminary investigations; obtain witnesses; gather information; make arrests; prepare detailed reports.

Police Officer (continued)

- Investigate reports of missing persons; maintain surveillance over suspected criminals; identify areas of potential crimes or unsafe conditions; report conditions and take corrective action.
- Work with private citizens and other outside public agencies to solve neighborhood concerns.
- Appear in court to present evidence; testify on behalf of the state; serve warrants and subpoenas.
- Make oral presentations to citizen groups on public safety issues in the neighborhood.

When on assignment:

- Serve as an investigator, traffic officer, public information officer, corporal, field training officer, in-service training officer, selective enforcement officer, mounted officer, canine officer or bomb disposal officer.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, sex crimes, white collar crime, suicide prevention, hostage negotiations and narcotics; gather evidence and prepare cases for prosecution.
- Conduct investigations of serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Serve as Public Information Officer; respond to inquiries and complaints from individuals, private organizations, news media and the general public; inform and educate the public on crime prevention and the criminal justice system; prepare and present public speaking engagements.
- Supervise and train other sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Utilize special tactics in dealing with hostage negotiations and suicide prevention or performing surveillance operations.
- Select, train and maintain canines.
- Locate and disarm hidden bombs.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Equivalent to a high school diploma or G.E.D. An Associate of Arts (AA) degree from an accredited college or university is preferred.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3200

Salary Range: 29

Compensation Plan: P40 / Regular

FLSA: Non-Exempt